

# Vendor Registration



# Vendor Registration

Welcome To BuySpeed Online



## [Register](#)

Register here to begin using BuySpeed Online.

Vendors, please read this [disclaimer](#) prior to registering.

## [Complete Registration](#)

Complete registration here to begin using BuySpeed Online.

Vendors, please read this [disclaimer](#) prior to completing registration.

## [Open Bids](#)

Browse open bid opportunities.

Login ID:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/>	

[Forgot your password?](#)

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2

In order to receive notifications about Bid opportunities or to be issued Purchase Orders (POs) through Buy4Michigan, vendors must be registered within the system, even if you have previously done business with the State. Vendors can register themselves by accessing the Buy4Michigan login screen and selecting **Register**.

# Vendor Registration

Tax ID\*:  Show ☐

Company Name\*:

Is Tax ID # an Employer Identification Number (EIN)  
or a Social Security Number (SSN)?  
International Vendors, select EIN.

☐ EIN ☒ SSN

Country\*:

Email Address\*:

Upon clicking **Register**, a pop-up window will appear asking you to provide the following information:

**Tax ID\*** – Your entity's tax identification number on file with the IRS. For individuals or Sole Proprietors, this may be your Social Security Number.

**Company Name\*** – The name of your entity. For individuals or Sole Proprietors, enter your name here.

**EIN or SSN** - Whether the Tax ID # is an Employer Identification Number (EIN) or Social Security Number (SSN)

**Country\*** - The country in which your entity is located

**Email Address\*** – An email address where your entity can be contacted regarding Bid opportunities, awarded POs, and other important information about your entity’s profile in Buy4Michigan.

Upon clicking “Submit,” Buy4Michigan will confirm that your tax ID does not already exist in the system. If your tax ID is already registered, you will be notified that you cannot complete registration. If Buy4Michigan indicates that your tax ID is already in use, your entity may already be registered. Please check with other employees at your entity to ensure someone else hasn’t already completed the Buy4Michigan registration process.

If you are registering on behalf of an organization that is affiliated with an entity that is already registered, shares the same tax ID (for example, a DBA or Affiliate), and would like to maintain separate profiles in Buy4Michigan, please contact that entity to add you as an Associated Organization.

**BuyMichigan**

# Company Information

Register - Sawyer Apples and Paint - srao@periscopeholdings.com

**Company Information** | Administrator | Address | Terms | Categories & Certifications | Commodity/Service Codes | Summary

Company Name\*: Sawyer Apples and Paint

Vendor Legal Name\*: Sawyer Apples and Paint

Vendor Legal Name info goes here

Business Description:

Mailing Address Line 1\*:

Address Line 2:

Address Line 3:

Address Line 4:

Country\*: US - United States of America

City\*:

State/Province\*:

ZIP\*:

County:

Company Phone\*:

Company FAX:

Company Email\*: srao@periscopeholdings.com

Tax ID #\*: 111111111

Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)? ☒ EIN ☐ SSN

State of Incorporation:

Year of Incorporation: 0

Preferred Delivery Method: Email

Would you like to be registered as an emergency supplier in the case of an emergency? ☐ Yes ☒ No  
Note: Emergency suppliers must be available 24 hours a day, 7 days a week.

Emergency Phone:

Ext.:

Emergency Contact:

Emergency Email:

Emergency Info Comment:

**Save & Continue Registration** | Reset | Cancel

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4

Within the **Company Information** tab, supply your entity's official address and contact information. ***If the Company Name that you market your services under differs from the legal name of your business, ensure that your official name is correct in the Vendor Legal Name field.*** By default, this field will include the **Company Name** you entered at the beginning of the registration process.

**NOTE:** The **Vendor Legal Name** must match what the IRS has on file for your tax ID in order to receive awarded POs.

An asterisk (\*) indicates required fields, and you will not be allowed to proceed if required fields are blank or contain errors.

When you have completed all information on the Company Information tab, select the **Save & Continue Registration** button at the bottom of the screen.



## Pre-Registration Notification E-mail

This email is to provide notification of your incomplete registration in Buy4Michigan, the State of Michigan's eProcurement System. Your registration must be completed prior to conducting business with the State or to receive notifications of solicitation opportunities, Purchase Orders, or Change Orders from the State of Michigan. To complete your registration, select the Complete Registration [link](#) on the Buy4Michigan homepage using the link below. Upon selecting the link you will be required to enter the vendor number and email address in this email. If you have questions, please use the contact information listed below. When all required sections for registration have been completed, you will receive an email notification that your vendor registration has been completed.

After completing the **Company Information** tab and selecting **Save & Continue Registration**, you will receive an email listing your Buy4Michigan vendor number and the email address you provided during registration. This email may take a few minutes to arrive.



# Vendor Registration

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## Buy4Michigan

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Browse open bid opportunities.

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Password:

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6


If you are unable to complete the entire Buy4Michigan registration at this time, you can complete it at later date by clicking the **Complete Registration** link on Buy4Michigan's login screen and providing the information contained in this email.

NOTE: You must complete the *entire* registration process before you are able to receive awarded POs through Buy4Michigan.





# Seller Administrator Information


Register - Sawyer Apples and Paint - srao@periscopeholdings.com 

**Company Information** **Administrator** Address Terms Categories & Certifications Commodity/Service Codes Summary

**Administrative User Information**

Salutation:	<input type="text"/>	Last Name*	<input type="text"/>
First Name*:	<input type="text"/>	Department:	<input type="text"/>
Job Title*:	<input type="text"/>	Phone*:	<input type="text"/>
Email*:	<input type="text"/>		<input type="text"/>
Login ID*:	<input type="text"/>	Confirm Password*:	<input type="text"/>
New Password*:	<input type="text"/>	Login Answer*:	<input type="text"/>
Login Question*:	<input type="text"/>		

If you can complete the registration now, proceed to the **Administrator** tab, where you will need to provide the information for an administrative user from your entity. This user will be responsible for adding new users from your entity to allow them access to Buy4Michigan, as well as maintaining the contact and other information for your entity. Please make note of the **Login ID** and **Password** used to create your account, as you will need this to access the system going forward. Once you have completed this information, select the **Save & Continue Registration** button at the bottom of the screen.



# Entering Addresses

Company Information Administrator Address Terms Categories & Certifications Commodity/Service Codes Summary

Maintain Addresses for: Sawyer Apples and Paint

Name	Address Type	Address Information	Status	Default for Type
<a href="#">General</a>	General Mailing Address	1111 Huck Finn Ave Jackson, MS 39201 US Email: srao@periscopeholdings.com Phone: (111)111-1111	Active	Yes

Add Another Address
Continue Registration

Enter a New Address

Address Type: Bid Mailing Address

Name this Address\*:

Contact Name\*:

Address Line 1\*:

Address Line 2:

Address Line 3:

Address Line 4:

Country\*: US - United States of America

City\*:  State/Province\*: ▼

ZIP\*:  County:

Phone\*:    Ext:


Toll Free:    Mobile:

Fax:    Email\*:

Status: Active Web Address:

☒ Default address for this address type (Begin with http:// or https://)

Save & Add Another
Save & Continue Registration
Reset
Cancel & Continue Registration


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8

Once the **Administrator** tab is complete, you will be taken to the Address tab. You will be required to enter at least one address, to be used as your General mailing address. If you completed your address already on the **Company** Information tab, that will serve as your General mailing address. To add further addresses, click **Add Another Address** and fill in the required information.

After you have done so, you may select to **Save and Add Another**. When you create each address, you can also check a box if that address should be used as the default for that address type. Please be sure to add and maintain all addresses that you need State of Michigan agencies to send documents and payments to in Buy4Michigan using this section. After you have

finished entering addresses, select **Save & Continue Registration**.

# Selecting Terms

Register - Test Vendor - charris@periscopeholdings.com


Company Information
Administrator
Address
**Terms**
Categories & Certifications
Commodity/Service Codes
Summary

Payment Terms:
Freight Terms:
Shipping Method:
Shipping Terms:

Save & Continue Registration
Continue Registration

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9

Next, you'll be taken to the **Terms** tab. Here you are asked to provide your standard payment and shipping terms. After you've completed this screen, click **Save & Continue Registration** along the bottom.



# Categories and Certifications

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Register - Billy Joe Bobs Taxidermy - srao@periscopeholdings.com ?

[Company Information](#) | 
 [Administrator](#) | 
 [Address](#) | 
 [Terms](#) | 
 [Categories & Certifications](#) | 
 [Commodity/Service Codes](#) | 
 [Summary](#)

**Category: DUNS Number**

Description: If you have a DUNS number, check the box below and enter your DUNS number into the Notes field below. Category URL: <https://mycredit.dnb.com/establish-your-business/>

Please select at most one category value

Select	
<input type="checkbox"/>	Yes, I have a DUNS number and have entered it into the Notes field below.


Notes:

**Category: Business Structure**

Description: Business Structure (Check all that apply) Category URL: <http://www.michigan.gov/micontractconnect>

Please select at least one category value

Select	
<input type="checkbox"/>	501C3
<input type="checkbox"/>	Foreign
<input type="checkbox"/>	Partnership
<input type="checkbox"/>	Joint Venture



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You will now be taken to the **Categories and Certifications** tab, where you will designate your status for various categories and certifications requested by the State. You are responsible for ensuring that the categories and certifications selected are accurate, as your registration will not be considered complete without them. These categories and certifications include:

**DUNS Number** – If you have a DUNS number, enter it here.

**Business Structure** – Select the structure of business you are registering (e.g. Corporation, Partnership, Sole Proprietorship, etc.)

**Business Type** – Select the type of business you are registering (e.g. Small, Minority-Owned, Woman-Owned, Veteran

Owned, etc.)

**Owner Ethnicity (Optional)** – Select owner ethnicity.

**Minority Status (MDOT)** – Indicate whether or not your company is a Registered Minority with MDOT. If yes, enter your ID number in the notes field.

**Annual Revenue** – Indicate your annual revenue.

**Number of Employees** – Indicate the number of employees

**Vendor zone selections** – Select the zones in which you can provide goods and services. Follow the provided link to see a zone map.

**MAIN Registration Acknowledgment** – Acknowledge that in order to be awarded a PO in Buy4Michigan, you must be registered in MAIN.

**EFT Registration Acknowledgment** – Acknowledge that State of Michigan payments are made only through Electronic Funds Transfer (EFT).

**Confidentiality - P.A. 452 of 2004, the Identity Theft Prevention Act** – Certify that vendor meets the required standard regarding their treatment of confidential, personal, and sensitive information, etc. Please see the link here for full details.

**Abusive Labor Practices** – Certify that you will not furnish any deliverable that was produced fully or partially by forced labor, convict labor, forced or indentured child labor, or indentured servitude.

**Disclosures** – Certify that in the past three years, the company, an officer of the company, or an owner of 25% or greater interest in the company has not been party to certain types of behavior, each enumerated here. Check all that apply.

**Public Purchasing Compliance** – Certify that the supplier and/or any of its Principles has not been party to certain types of purchasing behavior, enumerated here. Check all that apply.

**Certification of Michigan Business** –

**Iran Linked Business** – Certify that the Company is not an Iran-Linked business as defined by Public Act 517 of 2012.

**Clean Corporate Citizen (Optional)** - Certify that the Company is a Clean Corporate Citizen as defined by the Environmental Protection Act, 1994 PA 451.

**Authorization to verify information provided by vendor** – Authorize the State to verify that all information provided

in this registration, bidding and contracting documents, attachments and processes are accurate.

NOTE: The **State of Michigan Employee** option should only be chosen if you are an employee of an Michigan State agency registering in order to be reimbursed for State business expenses.

Once all required fields are completed, you may select the **Save & Continue Registration** button on the bottom of the screen.

NOTE: You do not need to select the **Save & Add Certification** button.

# Commodity Codes

Register - Test Vendor - charris@periscopeholdings.com

Company Information | Administrator | Address | Terms | Categories & Certifications | **Commodity/Service Codes** | Summary

**Search**

NIGP Class

NIGP Class Item

NIGP Keyword

Search using

Use the NIGP Commodity Code Search Engine if you are familiar with the NIGP code. If not use the NIGP Code Browse below.

**NIGP Code Browse**

Select the category that best describes the product and service you offer. Click on the question mark for more information.

01	Administrative, Financial, and Management Services
02	Agricultural Equipment and Related Products and Services
03	Arts, Crafts, Entertainment, Theatre
09	Food, Equipment, and Related Services
10	Furnishings and Related Services
11	Furniture and Related Services
12	Hardware, Related Equipment, and Services
13	Highway Road Equipment, Materials, and Related Equipment
14	Janitorial and Cleaning Equipment, Supplies, and Services
15	Laboratory Equipment, Supplies, and Services
16	Maintenance and Repair of Equipment
17	Medical Equipment, Supplies, and Services
18	Miscellaneous Commodities and Services
19	Office Supplies, Related Items, and Services
20	Paper, Printing Equipment, and Related Products and Services
21	Personal Products, Equipment, and Services
22	Public Works, Park Equipment, and Construction Services
23	Rental and Leasing Services
24	Safety and Protection Equipment and Related Services
25	School and Library Equipment, Supplies, and Services
26	Sporting, Athletic, and other Outdoor Equipment and Services
27	Testing and Sampling Equipment and Services
28	The Trades: Electrical, Engineering, HVAC, Plumbing, and Welding
29	Transit Equipment and Related Services, Mass
30	Water and Sewer Treatment Equipment, Supplies, and Services

The last step in the registration process is to select the commodities and services that your entity is able to provide. This will help ensure that you receive notifications about Bid opportunities for those commodities and services.

The **Commodity and Service Codes** screen allows you to search for the 5-digit National Institute of Governmental Purchasing (NIGP) Codes that correspond with what your entity offers. You can peruse through general categories of commodities and services, or search by keyword. You can save your selections and browse for / add more commodity codes by selecting the codes you want to register for and selecting the **Save and Add Additional Codes** button. Once you've selected all the codes that match what you provide, select **Save and Continue Registration**.



# Reviewing Your Registration Summary

The screenshot shows a web application interface for vendor registration. At the top, there's a header bar with the 'Buy4Michigan' logo on the left and the title 'Reviewing Your Registration Summary' in the center. Below the header, a grey bar contains the text 'Register - Test Vendor - charris@periscopeholdings.com' and a red question mark icon. A navigation menu below this bar includes tabs for 'Company Information', 'Administrator', 'Address', 'Terms', 'Categories & Certifications', 'Commodity/Service Codes', and 'Summary'. The 'Summary' tab is currently selected and highlighted in red. Below the tabs, a section titled 'Overall Validation Errors' displays a red error message: '• NIGP Code is required, please select at least one.' The Periscope Holdings, Inc. logo is in the bottom left corner, and the text 'BuySpeed Online ©2010. Periscope Holdings, Inc.' and the page number '12' are in the bottom right corner.

Register - Test Vendor - charris@periscopeholdings.com

Company Information Administrator Address Terms Categories & Certifications Commodity/Service Codes **Summary**

Overall Validation Errors

- [NIGP Code is required, please select at least one.](#)

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The final tab on the Registration page is the **Summary** tab. This tab contains all of the information that you have input on the previous tabs. If any of the information looks incorrect, you can return to the appropriate tab, correct the information and save it.

The **Summary** tab will also display a red error message if you have failed to complete any required information. If you see a red error message, click the error text to be taken to the tab where the error can be resolved, enter the required information, click “Save” on that tab and then return to the **Summary** tab to review the information again.

Once you have successfully completed all of tabs and no longer see any error messages on the **Summary** tab, you have completed the self-registration process in Buy4Michigan. The email provided within the **Company Information** section will have received a confirmation message.



## Registering Associated Organizations

### Federal Tax ID Exists

Federal Tax ID: 111222333 already exists in our system. If you believe this is in error, contact us at for registration assistance. Include the Federal Tax ID you are using for registration and contact information. We will contact you via e-mail or phone with access information.

[Back](#)


If multiple organizations attempt to register under the same Tax ID, all attempts to register following the first will receive the above error message.

## Registering Associated Organizations (Cont)

Maintenance Home Page for: Rao Trading and Holding


General Alerts

Maintain Organization Information




This section is used for maintaining organization information.

Maintain Users on this Account




This section is used to maintain users for the organization.

Add Users on this Account



This section is used to add users to the organization.

Add Associated Organization



This section is used for adding an organization with the same Tax ID.

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In order to properly register multiple associated organizations, the primary registered organization should have their Seller Administrator log in and use the “Add Associated Organization” function.

## Registering Associated Organizations (Cont)

**Send Mail**

**i** Use the email form below to request that the associated organizations register in BSO. The link provided below must be used in order to register with the same tax ID.

To\*:

CC:

☐ Send confirmation email to [srao@periscopeholdings.com](mailto:srao@periscopeholdings.com)

From:

Subject\*:

Text:

This will display the e-mail form shown above, which can be used to request that the associated organizations register in Buy4Michigan and will provide them a link that allows them to register with the same Tax ID.